

# QUINEBAUG VALLEY COMMUNITY COLLEGE

## Annual Security Report

*(Issued Date: 09/30/16)*

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### Introduction

Quinebaug Valley Community College (QVCC) is a community of over 3000 undergraduate students, continuing education students, and staff. Our two facilities are located 28 miles apart, in the town of Danielson and in the city of Willimantic. The College shares many of the same interests and problems of its local communities, including crime. Fortunately, the College has not experienced violent crimes in the past; however, they can occur on or near our campuses at any time.

The information provided in this report is part of QVCC's commitment to campus safety. This report is also the compliance document for the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998" (formerly the Crime Awareness and Security Act of 1990) and the "Violence Against Women Reauthorization Act of 2013" (VAWA).

This report is comprised of three critical components: a description of how we notify our students and staff of threatening situations; a summary of crime statistics; and a summary of QVCC's current safety and security related policies.

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### I. PREFACE

The U.S. Congress enacted the Student Right-to-Know and Campus Security Act into Law in November 1990. Title II of this act is known as the Crime Awareness and Campus Security Act, and has been subsequently amended several times. It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose in an Annual Security Report information about campus safety policies and procedures, and to provide statistics concerning certain crimes that occurred on campus. The original legislation has been modified over the

years; a list of the relevant bills is included below.

### **Bills affecting the Campus Security Act**

**Crime Awareness and Campus Security Act of 1990 (1990)** - Requires colleges and universities to automatically provide current students and staff with basic campus crime statistics and security policies. Prospective students and staff are to be notified of the availability of this information and to be given it upon request.

**Buckley Amendment Clarification (1992)** - Records kept by campus police and security for law enforcement purposes are not confidential “education” records under federal law.

**Campus Sexual Assault Victims’ Bill of Rights (1992)** - Requires colleges and universities to afford campus sexual assault survivors certain basic rights, including assistance notifying the police. Schools must have policies in place to address campus sexual assault.

**Foley Amendment (1998)** - The final results of student disciplinary cases where a student has been found to have broken a school rule in association with a crime of violence or non-forcible sex offense are no longer protected from disclosure under federal student privacy laws (FERPA). Victim information is protected.

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998)** - Amends the 1990 Campus Security Act to eliminate loopholes and expand reporting requirements. Statistics for certain off-campus areas have to be disclosed and schools with a security department must maintain a daily crime log.

**Campus Sex Crimes Prevention Act (2000)** - Provides for the collection and disclosure of information about convicted, registered sex offenders either enrolled in or employed at institutions of higher education.

**Violence Against Women Reauthorization Act (2013)** – Requires institutions to compile statistics about incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking, and to include certain policies, procedures, and programming relating to these incidents in their annual security reports.

## **II. POLICY STATEMENTS REQUIRED TO BE INCLUDED IN THE ANNUAL SECURITY REPORT**

1. Policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. Including:
  - a. Contact information for officials to whom reports should be made.
  - b. A statement as to whether confidentiality is guaranteed when crimes are reported.
  - c. A statement as to whether counsellors are encouraged to inform their clients of procedures to report crimes on a voluntary basis for inclusion in the Clery crime statistics.
  - d. Wording to encourage prompt reporting of criminal activity.
  - e. A description of the process to prepare and disclose crime statistics.

- f. Polices concerning timely warning reports to the campus community regarding the occurrence of Clery Act crimes.
      - i. When timely warnings will be issued
      - ii. The office responsible for issuing timely warnings
      - iii. The manner in which timely warnings will be disseminated
2. Policies concerning security of, and access to, campus facilities
3. A statement of the law enforcement authority of campus security and area law enforcement personnel.
4. A description of the type and frequency of programs designed to inform students and staff about campus security procedures and about the prevention of crimes.
5. A policy concerning the monitoring of criminal activities at officially recognized off campus student organizations
6. Policies concerning the possession, use, or sale of alcoholic beverages and the enforcement of underage drinking laws.
7. Policies concerning the possession, use, or sale of illegal drugs and the enforcement of federal and state drug laws.
8. A description of drug and alcohol abuse education programs as required under HEA
9. A statement that the institution will, upon written request, disclose to the victim of a crime of violence the results of any disciplinary proceedings conducted by the institution against an alleged perpetrator of the crime. This also will apply to next of kin in the event of the death of the victim.
10. A description of your institution's emergency response and evacuation procedures.
11. Policies, procedures and programs that specifically address sex offenses.
  - a. A description of programs to promote awareness of, and prevention of, sex offenses.
  - b. Procedures to be followed in the event a sex offense occurs.
  - c. Information on the student's options to notify law enforcement authorities.
  - d. Confirmation that staff members will assist victims in notifying law enforcement agencies if requested to do so by the victims.
  - e. Notification to students of available on and off campus counseling and other services for victims of sex offenses.
  - f. Notification to students that the institution will change a victim's academic or living situations if requested to by the victim and the changes are reasonably available (this section to be expanded under VAWA).
  - g. Procedures to be used in on campus disciplinary proceedings in cases of alleged sex offenses (must include the potential sanctions that may be imposed and a confirmation of the right of all parties to have others present during the hearings).
12. VAWA mandated policies concerning Dating Violence, Domestic Violence, and Stalking

**III. QVCC CONTACT INFORMATION FOR REPORTING POSSIBLE CRIMES  
EMERGENCIES: CALL 911 FOR STATE POLICE / FIRE / EMS**

When it is safe to do so incidents of criminal actions or other emergencies should be reported to one of the following offices:

Dean of Administrative Services	860-932-4124 (Room C225A) 401-225-1269 (Cell)
Human Resources Department	860-932-4074 (Room C225)
Dean of Academic Affairs and Student Services	860-932-4172 or 860-932-4121 (E229A)
Office of the President	860-932-4129 or 24140 (Room W209)
Building Maintenance Supervisor	860-932-4157 (Room QM13)
Willimantic Center	860-336 0900 (Center Main #)

**Incidents of sex offenses or domestic violence** can also be reported to area hospitals, law enforcement agencies and third party services. Basic contact information is provided here. More details can be found in section XIII below.

**Day Kimball Hospital**

320 Pomfret St.  
Putnam, CT 06260  
860-928-6541

**Windham Hospital**

112 Mansfield Ave.  
Willimantic, CT 06226  
860-456-9116

**Connecticut State Police**

Troop D – Danielson  
55 Wescott Road  
Danielson, CT 06239  
860-779-4900 or 800-954-8828

**Willimantic Police Dept.**

22 Meadow St.  
Willimantic, CT 06226  
860-465-3135

**For Sexual Assault**

**Sexual Assault Crisis Center of Eastern CT, Inc. (SACCEC)**

90 South Park St.  
Willimantic, CT 06226 (Serving all of Windham County, including Danielson)  
860-456-2789  
860-999-5545 (24 Hour Hotline – English)  
860-568-8332 (24 Hour Hotline – Spanish)

**For Domestic Violence**

**United Services Inc. Domestic Violence Program**

132 Mansfield Ave.  
Willimantic, CT 06226  
860-456-2261  
860-774-8648 (24 Hour Hotline – Danielson)  
860-456-9476 (24 Hour Hotline - Willimantic)

### **Important information concerning confidentiality of reporting:**

The College, area hospitals, and law enforcement agencies all have responsibilities under Federal and State laws that may require them under certain specific circumstances to disclose information about reported incidents. **As such, though every effort will be made to maintain confidentiality, complete confidentiality of information reported to these organizations cannot be guaranteed.**

Third party providers of counseling and psychological services are bound by State law and professional ethics not to release any information without written releases from their clients. **Both SACCEC and United Services fall under this category and can guarantee the highest level of confidentiality allowable under State and Federal Laws.**

## **IV. QVCC TIMELY NOTIFICATION & EMERGENCY PROCEDURES**

### **Notification Procedures:**

In the event of an actual situation, either on or off campus, judged by the President, Dean of Administrative Services or their designees to constitute an **ongoing or continuing threat**, QVCC will issue a campus-wide **“timely warning.”** College policy is to notify members of the community as rapidly as possible about a potential problem and provide our best information regarding protection and the appropriate response. Administrative staff will make every effort to ensure to all students, staff, and visitors receive timely updates regarding the emergency situation.

Note: On October 26, 2015 the College utilized our emergency notification procedures to alert the Danielson campus that a suspicious person had been seen on campus. Though no weapons were observed, it was decided to lockdown the campus and call in the State Police until the whereabouts and identity of the individual could be determined. Ultimately it was found the person in question was a QVCC student who was unarmed and did not present a threat.

“Timely warning” notifications may be issued in a variety of methods to provide guidance in the most prudent manner depending on the incident type (hostage, shooter, violence, terrorist, etc.)

Primary methods of notification include:

- Mass text message via the Everbridge System
- Mass e-mails via the Everbridge System
- Postings on the QVCC website
- Announcements via the fire alarm system
- All-campus phone notification
- All-campus e-mails
- Postings on doors, bulletin boards, etc.
- Fire alarms

The College also utilizes the following television and radio stations for public announcements:

Radio: WINY 1350 AM; WILI 1400 AM; WICH 1310 AM; WCTY 97.7 FM; WNLC 98.7 FM; WKNL 100.9 FM; WTIC 1080 AM; WTIC 96.5 FM; WRCH 100.5 FM; WZMX 93.7 FM.

TV: WVIT Channel 30; WFSB Channel 3.

## **General Evacuation Procedures**

In the event of an obvious immediate emergency (i.e. fire, gas leak, bomb threat) requiring evacuation, the fire alarm notifier bell will sound. Announcements of the need to evacuate the building typically are made via the fire alarm notifier PA system, but also may be made over the emergency telephone notification system, the mass text system, the mass e-mail system, and through personal staff contact.

### **When an Evacuation is called:**

- Exit the building immediately via the nearest safe exit door
- Gather at the far end of the parking lot, as far away from the building as possible
- Do not block driveways or otherwise inhibit emergency vehicle access to the building
- Do not return for personal belongings
- Do not use elevators
- Do not re-enter the building until the all clear is given

## **Lockdown Procedures**

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a violent situation, a chemical spill or plume, or external threat.

The College may give lock-down announcements over the building Emergency Text Messaging System, Emergency E-mail System, Emergency Telephone Notification System, or the Fire Alarm Notifier System

If you see a hostile intruder or witness a violent situation, dial 911 immediately and report what is happening. DO NOT pull a fire alarm, as doing so could put innocent people in harm's way. Only you can tell if it is safe to run from the building. If in doubt, do not run. Shelter in place.

### **During a Lockdown:**

- Close and lock all classroom doors and windows.

- Cover any windows in the doors.
- Turn off the lights.
- Barricade doors with available materials in the classroom.
- Remain away from doors and windows.
- Turn cell phones to vibrate mode.
- Remain quiet.
- Do not open the doors.

**Note: If you happen to be outside the classroom when a lockout is announced, you will NOT be able to enter the classroom once the doors have been closed and locked. Try to find an open room or concealed space nearby in which to hide, or exit the building and run to a safe location.**

If a hostile intruder is outside the building, run away from the threat as fast as you can.

- Do not run in a straight line.
- Keep objects or buildings between you and the intruder.
- If you can get away from the area of danger, warn others not to enter the area.
- Dial **911** and report what you have seen.
- If the intruder is near you and causing great harm, hide if at all possible.

To provide information regarding off-campus criminal issues of potential danger to campus personnel, the State Police and Willimantic Police Department have been requested to inform the college when they believe local incidents might provide a dangerous environment for on campus personnel. When this occurs, the Dean of Administrative Services will evaluate the report, and as appropriate, issue a timely warning.

## **V. 2013 CRIME STATISTICS REPORT & THE PROCESS USED TO MONITOR AND REPORT CRIME STATISTICS.**

The Clery Act requires the annual publication of statistics concerning the occurrence of certain types of crimes during the most recent calendar year and the three preceding years. The data is broken into three parts, Weapons/Drug/Alcohol related incidents, Uniform Campus Reportable Crimes, and Hate crimes. The data for QVCC is presented below.

The Dean of Administrative Services is responsible for the compilation of QVCC's crime statistics. Most incidents reported on either the Danielson campus or the Willimantic Center are reported via an incident report form which is submitted to the Dean's office. All reported incidents are investigated by the Dean and other administrators plus, in some cases, the Environment, Health and Safety Committee. Copies of all incidents are kept on file in the Administrative Services office (Room C225) on the Danielson campus. Certain incidents, for confidentiality reasons, may be reported to either the Dean of Academic Affairs and Student Services or the Human Resources Department.

When compiling the annual crime statistics, the Dean will review all incidents reported through the incident report procedure and get input on any confidential cases from the Dean

of Academic Affairs and Student Services or the Human Resources Department. A formal request is also placed to all members of the President's Cabinet to identify any cases that may have been reported in their areas, outside of the incident reporting system. Troop D of the Connecticut State police and the Willimantic Police department provide statistics on crimes reported in the public areas adjacent to our facilities (as defined by the Clery Act).

Internal statistics are compiled for both QVCC locations. Troop D is able to provide us with statistics for the geographic area immediately adjacent (as defined by the Clery Act) to our Danielson campus. The statistics we receive from the Willimantic Police Department are not broken down finely enough to include only the area immediately adjacent to our Willimantic Center. Per the U.S. Department of Education, we do not report the Willimantic Police Department statistics unless we have certain knowledge that an event occurred immediately adjacent to our center. In 2015, no crimes were reported for either location. These results are for 2015 and the previous three years are reported in the table below reported in the table below.

### **Weapon, Drug, and Alcohol Incidents**

<b>Category</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons Laws Violations	0	0	1	0
Drug Abuse Violations	0	0	2	0
Liquor Law Violations	0	0	0	0
Weapons Laws Arrests	0	0	0	0
Drug Abuse Arrests	0	0	0	0
Liquor Law Arrests	0	0	0	0

### **Uniform Campus Reportable Crimes**

<b>Category</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Criminal Homicide:				
a) Murder & Non-Negligent	0	0	0	0
b) Negligent Manslaughter	0	0	0	0
c) Robbery	0	0	0	0
d) Aggravated Assault	0	0	0	0
e) Burglary	0	0	0	0
f) Larceny	0	0	0	0
g) Motor Vehicle Theft	0	0	0	0
h) Arson	0	0	0	0
i) Sexual Offenses:				
• Forcible	0	0	0	0
• Non-forcible	0	0	0	0
j) Domestic violence**	NR	NR	0	0***
k) Violence against women**	NR	NR	0	0
l) Stalking**	NR	NR	0	0
m) Dating Violence**	NR	NR	1	0

\*Crime rates can be calculated using Full Time Equivalent Students and Staff. In Fall 2015 the Student FTE was 958 and the Staff FTE was 107.

\*\* Four new categories of crimes were added to the list of reportable crimes in 2014. We are not required to provide data for previous years.

\*\*\*Though not reportable under Clery definitions we did have two events in 2015 where staff members disclosed being bothered by individuals against whom restraining orders had been placed in the past. The orders had both lapsed years before. We assisted one employee in making contact with the police and provided the other with a resource list of reporting options.

### **Definitions of crimes:**

1. Murder and non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another
2. Negligent manslaughter – The killing of another person through gross negligence.
3. Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. Aggravated Assault – An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. Type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. Burglary – The unlawful entry of a structure to commit a felony or theft.
6. Larceny – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another
7. Arson – Any willful or malicious burning or attempt to burn a dwelling, building, motor vehicle or aircraft, or personal property of another without intent to defraud.
8. Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.
9. Sex Offense/Forcible – Any sexual act directed against a person, forcibly and/or against another's will
10. Sex Offense/Non Forcible – Unlawful, non-forcible sexual intercourse

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

## **Hate Crimes**

Under the Clery Act, QVCC is required to report any hate crimes that have occurred. Hate crimes are defined as crimes against a victim where that person was intentionally selected because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

From 2013 to 2014 there were no incidents of hate crimes reported at QVCC. In 2015 an incident took place that could be construed as a hate crime: a photo exhibit in honor of Black History Month was defaced. No one was ever caught and thus no one was ever charged with a crime.

## **VI. PROVISIONS FOR SITE SECURITY & ACCESS TO FACILITIES**

QVCC seeks to provide an atmosphere of openness to encourage of collegiate activity at campus facilities. However, this policy of promoting openness must be balanced by controls on access to college facilities designed to promote safety and security for the college community.

In general, the campus facilities of Quinebaug Valley Community College are restricted to students, faculty, staff, guests, and invitees of QVCC or the Board of Regents, except when all or part of the campus facilities are open to the general public for a designated time and purpose. Individuals loitering on campus without a legitimate purpose as specified above may be asked to leave the campus. Failure to comply will result in a request to the appropriate police authority to remove the individual from the campus.

Normal hours of operation on the Danielson campus are from 7:00 a.m. to 10:00 p.m. Monday through Friday. Normal hours of operation at the Willimantic Center are from 8:30 a.m. to 9:30 p.m. Monday through Thursday and from 8:30 a.m. to 4:30 p.m. on Friday. Both facilities may be open on weekends for designated events.

QVCC does not have any formal documents (contracts, memoranda of understanding, etc.) governing our relationship with any of the emergency services listed above, but we do have decades of close working relationships with them. The College enjoys very close relationships with the Connecticut State Police and the Willimantic Police Department. The Troop D barracks of the State Police is located in Danielson less than five minutes from our campus. The Dayville Fire Department and local emergency medical services responders are also located minutes away from the Danielson Campus. Likewise, in Willimantic, police, fire, and emergency medical services are all located within a few blocks of the Willimantic Center.

The Dean of Administrative Services is responsible for oversight of all QVCC safety and security activities, and he serves as Chair of the College's Threat Assessment Team. Feel free to contact Dean Martland if you have any questions or concerns (860-932-4124 or smartland@qvcc.edu)

Both campuses are equipped with electronic door monitoring capability. Appropriate campus staff members are provided electronic code access authority. During normal business hours all doors remain unlocked. In Danielson all doors except the main entrance and the fireside lounge entrance are locked at 8:00 pm. After completion of evening classes at both locations, staff members lock the building for overnight security. No windows are provided with electronic security systems. A security camera system has been installed on the Danielson campus. Security and management personnel have the ability to monitor over 100 cameras on their desktop computers.

Unauthorized access to the buildings is reported to a central monitoring service, which in turn notifies senior QVCC staff at both locations of the problem. All building door alarms and interior motion detection alarms are activated upon building closure. QVCC staff respond immediately to investigate the problem, and notify appropriate police authority as needed. Panic buttons are located in ten office locations plus at the security desk. Activating the panic button sends a signal to the monitoring service which immediately notifies emergency responders.

Authorization for use of campus grounds for assembly purposes must be obtained in advance from the maintenance office which is responsible for all scheduling of the facilities for non-QVCC use. The President's Cabinet needs to approve all requests. The College maintains an open environment and encourages the community to participate in activities that are open to the public. However, the college reserves the right to restrict unauthorized persons from its grounds when appropriate.

The QVCC Maintenance Department regularly inspects the building and grounds for any unsafe conditions. The Environmental Health and Safety Committee also conducts safety inspections. It is the responsibility of the Building Maintenance Supervisor to ensure that identified safety and security hazards are addressed promptly. The Building Maintenance Supervisor can be reached at 860-932-4157 or 860-932-4006.

## **VII. REPORTING AND ACCESS TO INFORMATION ON COLLEGE CRIME & COLLEGE SECURITY PROCEDURES**

We encourage all students, faculty, staff, and guests to promptly report any emergencies, suspicious behavior, or criminal activity to the Dean of Administrative

Services or any of the other administrators listed above on page 4 along with their contact information. The Dean of Administrative Services is responsible for proper follow up on all reported incidents.

The need to report all incidents and information about QVCC's security procedures are stressed at student orientation sessions, staff meetings, and adjunct faculty orientation sessions. Reminders and contact information are posted in every classroom and office on campus and on the QVCC website. Basic emergency response procedures are also included in the College Catalog and the Student Handbook, both of which are available on the College's website.

As required under the Clery Act, QVCC's updated Annual Security Report is posted on the College Website. Hardcopies of this report are available in the Dean of Administrative Affairs office, the Student Affairs office and the College library. Information on incidents reported in the current year is available in the Dean of Administrative Services office. (C225).

The College recognizes a responsibility to encourage any professional counselors on our staff to inform their clients of the opportunity to report crimes voluntarily and confidentially for inclusion in our annual security report. However, at this time QVCC does not employ any professional counselors.

The College also recognizes a responsibility under the Clery Act to monitor possible criminal activity at the off campus locations of officially sanctioned student organizations. However, QVCC does not have any officially sanctioned student organizations with off campus locations.

#### **VIII. ALCOHOL, ILLEGAL DRUG, AND WEAPONS POLICIES AND EDUCATION PROGRAMS**

Alcoholic beverages may not be consumed on QVCC premises except by those over 21 years of age at approved College social functions. Only the President of QVCC may approve the serving or consumption of alcohol at any College event. Any event where alcohol is served is held in compliance with State law and policies of the Board of Regents for Higher Education.

The possession, use, distribution, or sale of illegal drugs or narcotics, including marijuana, is not allowed on QVCC property. Any individual found to be in violation of this prohibition is subject to disciplinary action and possible arrest under State or Federal laws. The College is committed to the enforcement of Federal and State drug laws.

For the safety of everyone, **all types of weapons are prohibited on both the Danielson campus and the Willimantic Center.** This includes, but is not restricted to firearms, ammunition, explosives, air guns, BB guns, crossbows and arrows, spring type guns, slingshots, fire crackers, fireworks, and cherry bombs. The only exceptions to this policy are the display of prohibited items during class for educational reasons. Only the President or the Dean of Administrative Services may approve an instructor's request to allow a prohibited item on campus. If permission is granted, the Dean of Administrative Services will announce to the campus in advance that the item will be on campus. The instructor will be responsible to escort the item to and from the classroom. If a firearm of any kind is allowed on campus under this exception, the instructor must verify that the firearm is not

loaded prior to entrance into the facility.

The College recognizes a responsibility to describe any drug or alcohol abuse education programs we offer as required under the Higher Education Act and the Clery Act. The College does not have any drug/alcohol counselors on staff. We do offer counseling for students and staff through a third party provider, United Services, Inc. ([www.unitedservicesct.org](http://www.unitedservicesct.org), 860-774-2020). Employees of the College may also utilize the services of our Employee Assistance Program (EAP) provider, Solutions EAP (800-526-3485). The College also maintains Community Resource Boards in Danielson and Willimantic. These boards contain information on resources available to students on a variety of issues including drug and alcohol education programs.

## **IX. POLICIES AND PROCEDURES RELATED TO SEX OFFENSES, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, AND RELATED ISSUES**

### **Statement of Policy**

QVCC policies concerning sex offenses, sexual harassment and similar issues are in accord with the following policy established by the Connecticut Board of Regents for Higher Education (BOR):

The BOR in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college or university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

The BOR strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college or university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. Each and every BOR governed college or university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault, sexual exploitation and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of BOR policies. The BOR and each of its governed colleges and universities are committed to providing an

environment free of personal offenses. Consensual sexual relationships between staff, faculty and students are discouraged pursuant to BOR policy.

CSCU system policy and QVCC policy prohibit the crimes of dating violence, domestic violence, sexual assault and stalking on our campus.

## **Rights of Those Who Report**

Those who report any type of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource, the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean of Students or the Campus's Title IX Coordinator.
- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action against the individual allegedly responsible.
- QVCC staff members will assist victims in notifying law enforcement agencies if asked to do so by the victims.
- Those who seek confidentiality may contact a clergy member(s), the Sexual Assault Crisis Center of Connecticut, and/or United Services Inc.– all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

## **How to Report Incidents of Sex Offenses, Intimate Partner Violence, and Domestic Violence**

### **Privacy of Information Reported and where to file a report**

When QVCC receives a report of sexual assault, or sexual misconduct and/or domestic violence, reasonable steps will be taken to preserve the privacy of the person purported to be the victim while promptly investigating and responding to the report. While QVCC will strive to maintain the confidentiality of the information reported subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), QVCC also must fulfill its duty to protect the QVCC community and to assure that the appropriate disciplinary processes are implemented. **As such, complete confidentiality when reporting to QVCC staff cannot always be guaranteed.**

Employees and students can file a report regarding any allegations of sexual assault and/or domestic violence at seven on-campus locations at QVCC:

1. Paul Martland, Dean of Administrative Services and Title IX Coordinator (located in Human Resources, Room C225)  
742 Upper Maple Street

Danielson, CT 06239  
860-932--4124  
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2. Alfred Williams, Dean of Academic Affairs and Student Services (located in Academic Affairs, Room E229B)  
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3. Kim Rich, Director of Financial Aid (Room C129C)  
or  
729 Main Street, Willimantic, CT 06226  
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4. Jo-Ann Black, Academic Division Director (Room E229)  
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5. Amy Kacerik, Director of Student Services (Room C151B)  
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6. Heath Hightower, Human Services Program Coordinator (Room E234E)  
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7. Louise Brown, Developmental Education Specialist (Room C151G)  
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In addition, employees and students can also file a report regarding any allegations of sexual assault and/or domestic violence with hospitals and law enforcement. Complete confidentiality **cannot** be guaranteed. While medical care is typically confidential, the evidence collected by a hospital becomes property of the State and may then be used as court evidence in a sexual assault case. Complaints made to the police are public information and that information may be used in the investigative process.

**Day Kimball Hospital**  
320 Pomfret Street  
Putnam, CT  
24/7, 365 days per year  
860-928-6541

**Windham Hospital**  
112 Mansfield Ave  
Willimantic, CT 06226  
24/7, 365 days per year  
860-456-9116

**Connecticut State Police**  
[TROOP D - Danielson](#)  
55 Westcott Road  
Danielson, CT 06239  
(800) 954-8828 (toll free only in CT)  
(860)779-4900

**Willimantic Police Department**  
22 Meadow Street  
Willimantic, CT 06226  
860-465-3135

## **For Sexual Assault**

### **Sexual Assault Crisis Center of Eastern CT, Inc. (SACCEC)**

The Sexual Assault Crisis Center of Eastern Connecticut is a private, non-profit agency offering free and confidential, comprehensive services to victims of sexual assault and abuse. SACCEC is a member center of the Connecticut Sexual Assault Crisis Services (CONNSACS), the statewide coalition of sexual assault crisis agencies. SACCEC offers: hotline services 24 hours a day, 7 days a week; 24-hour crisis counseling; information & referral; advocacy for children and non-abusing parent; short-term counseling for victims and their family and/or friends; support groups; community education programs dealing with sexual assault issues; community prevention programs dealing with safety concerns; assistance with filing restraining orders and more.

90 South Park Street  
Willimantic, CT 06226 (serving all of Windham County, including Danielson)  
860-456-2789  
24 hour hotlines:  
860-999-5545 (English)  
860-999-568-8332 (Spanish)

## **For Domestic Violence**

### **United Services Inc. Domestic Violence Program**

United Services, Inc.'s Domestic Violence Program provides support, advocacy, referral and counseling for victims of domestic violence and their children. The confidential

hotlines are available for crisis intervention 24 hours a day, seven days a week. Emergency shelter and referrals are also available for families who need a safe place in a crisis.

132 Mansfield Avenue  
Willimantic, CT 06226  
Hotline: 860-456-9476  
Telephone: 860-456-2261

### **Sexual Assault and Domestic Violence Awareness and Education**

During new student orientation, and at planned sessions throughout the academic year, students are presented information designed to create student awareness communicating the prevalence of sexual assault and domestic violence and present tools for students to empower themselves to take a stand against sexual assault. Training at staff meetings and email awareness communications are also provided for faculty, staff members, and administrators. Entering students and employees are given an emergency sexual assault and domestic violence fact sheet that explains available services for victims of sexual assault and/or domestic violence, as well as the immediate response role of QVCC personnel. Relevant policy and resource information is posted on QVCC's web-site and at QVCC facilities and distributed to students and staff.

### **Procedures to Be Used in On Campus Disciplinary Proceedings in Cases of alleged sex offenses including Dating Violence, Domestic Violence, and Stalking**

The Student Handbook contains a detailed explanation of QVCC's Code of Conduct and Disciplinary Procedures. The Student Handbook is viewable on the QVCC website under the heading "Current Student Services".

In cases of alleged sexual misconduct and related offenses, the accuser and the accused have the following additional rights:

- At any meeting or proceeding, both the alleged victim and the accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed.
- The alleged victim of sexual misconduct, sexual exploitation, sexual harassment, intimate partner violence, or domestic violence is entitled to request that disciplinary hearings begin promptly.
- Any hearing regarding an accusation of sexual misconduct, sexual assault, sexual exploitation, sexual harassment, intimate partner violence, or domestic violence shall be conducted by an impartial hearing party or panel trained in issues relating to sexual misconduct, sexual assault, intimate partner violence, and domestic violence.
- In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused and the alleged victim have the right to keep their identities confidential.

- Both the alleged victim and the accused student shall receive a written report from a CSCU official indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any. If the alleged victim is deceased as a result of the crime or offense, QVCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
- Either the alleged victim or the accused student may request a review of the decision of the impartial panel or party, in accordance with the normal College disciplinary procedures.
- The standard of evidence to be used in these matters is whether, based upon the information presented, it is more likely than not that the accused student committed the violation(s) reported. As per the Student Handbook, sanctions imposed may include expulsion from QVCC.

### **Options for Changing Academic, Campus Transportation & Working Arrangements**

QVCC will provide assistance to those involved in a report of sexual harassment, sexual assault or intimate partner violence, including but not limited to, reasonably available options for changing academic, campus transportation, or working situations as well as honoring lawful protective or temporary restraining orders. Requests for such assistance should be made to the Dean of Students.

## **X. SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. This law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at their institution.

In Connecticut the Sex Offender Registry is maintained by the Sex Offender Registry Unit of the State Police. The information contained in the Sex Offender Registry is to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers, and for the protection of the public in general and children in particular. Unlawful use of the information in the Registry for purposes of intimidation or harassment is prohibited. The State Police report the names of all registered sex offenders associated with any of the 17 State Colleges and Universities to the Board of Regents legal office. BOR staff then forwards the list of QVCC related offenders to QVCC's Dean of Academic Affairs and Student Services.

The public can access the Sex Offender Registry via the Department of Emergency Services and Public Protection website. ([www.ct.gov/dessp](http://www.ct.gov/dessp)).

QVCC specific information concerning sex offenders can be accessed by contacting the Dean of Academic Affairs and Student Services (Room E229 – Danielson).

The CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

## **XI. RELEVANT PROVISIONS OF THE VIOLENCE AGAINST WOMEN ACT OF 2013 (VAWA)**

VAWA mandates certain changes to the Clery Act. The most significant changes involve the collection of data and reporting on three new categories of crime: Domestic Violence, Dating Violence, and Stalking. In addition, institutions are required include three new policies/procedures in their Annual Security Report:

- A statement of the procedures to be followed once an incident of domestic violence, dating violence, or stalking has been reported, including a description of the standard of evidence that will be used by the institution in any disciplinary hearings that may take place.
- A statement concerning the options available to a victim to change academic situations, on campus living situations, on campus transportation arrangements, and on campus working arrangements, if requested by the victim.
- A statement concerning programs available to students and staff to help prevent domestic violence, dating violence, sexual assault, and stalking.

The collection of the additional crime statistics began in 2014. The first two bullet points above have been addressed earlier in this report. Please refer to pages 17 and 18 above for details.

With regard to the third bullet point, in 2014 QVCC's Campus Resource Team began the process of creating and presenting programs to raise awareness of, and help prevent, incidents of sexual violence including dating violence, domestic violence, sexual assault and stalking. These efforts were accelerated in 2015.

During the Spring semester, the team focused primarily on organizational issues and on training programs for students and staff utilizing Everfi/Haven on-line training programs on sexual violence, intimate partner violence, domestic violence, and stalking. Approximately 98 students participated in the student training. 102 staff members – approximately 90% of QVCC's full-time staff – completed the employee training. Also in the spring semester, CRT member Louise Brown created Community Resource Boards for the Danielson campus that contained informational materials from SACCEC and United Services, Inc. as well as other resources available to victims on campus or in the community. This resource board was replicated at the Willimantic Center in fall 2015. Throughout 2015, CRT members attended a variety of training sessions relevant to the issues of sexual violence, domestic violence, and stalking. During the Fall '15 semester, the team focused on developing reference materials for students and staff. A one-page summary of reporting options for victims of sexual violence, domestic violence, or stalking was created and distributed to all staff members and posted on the QVCC website and bulletin boards. Copies were maintained in all offices and in the QVCC Library for distribution to interested students. A protocol also was developed for faculty and staff members' use when approached by students who wish to discuss domestic or sexual violence issues. In both of these documents, emphasis was placed on the levels of confidentiality that could be expected if a victim chose to disclose information about events of sexual violence,

domestic violence, or stalking that have taken place on or off campus. In addition, a tracking form was developed for faculty or staff members to report any student disclosures to the Human Resource Director. All three of these forms were reviewed and distributed by CRT team members at an All-College Staff Meeting early in the Spring '16 semester. The documents are also posted on the QVCC website.

In addition to the above referenced Community Resource Boards and on-line training programs, the College participated in the national "You Are Not Alone Campaign" by posting "Break the Silence" and "You Are Not Alone" information and pull sheets provided by the Connecticut Alliance to End Sexual Violence (formerly CONNSACS) in all of the rest rooms on campus throughout the year. The Dean of Administration made presentations at adjunct faculty orientation sessions in January and August concerning the role of adjunct faculty members in reporting disclosures of incidents of sexual assault, domestic violence, and stalking. Resources available to victims were shared at these sessions as well. CRT member and Associate Professor of Human Services Heath Hightower gave a presentation on "Healthy Relationships" at new student orientation sessions in August. Professor Hightower facilitated this presentation at new student orientation sessions in 2016 as well. Finally, "In Her Shoes", a two-hour interactive presentation exploring the lives of survivors of domestic violence was presented by United Services, Inc. in October 2015.

## **XII. CONTACT INFORMATION FOR QUESTIONS ABOUT THIS REPORT**

Any questions or concerns about the contents of this Annual Security Report should be addressed to:

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Room C225